



8(a) News

Hawaii District Office

June 2005

Hawaii's 8(a) BD Program Resource

Issue 9

U.S. Small Business Administration Hawaii District Office

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8(a) Stats

Number of Firms in the Hawaii
District Office Portfolio
As of June 23, 2005: **233**

New Participants:

Agsalud Construction	4/05
Cabuhat, Inc.	5/05
Elite Pacific Construction, Inc.	5/05
IOE, Inc.	5/05
Pelatron, Inc.	6/05
Honolulu Marine, LLC	6/05
KMG Janitorial & Maint. Svcs.	6/05
Affluent Trade Mgmt., Inc.	6/05

All of the SBA's programs and services are provided to the public on a nondiscriminatory basis.

State of Hawaii Department of Transportation (HDOT) Disadvantaged Business Enterprise (DBE) Program

Firms in Hawaii that are owned by minorities, women and other socially and economically disadvantaged persons have an opportunity to participate in U.S. DOT-assisted projects via the State of Hawaii Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program. (The DOT is comprised of the Airport, Harbors, and Highways Divisions.) The goal of the program is to level the playing field in which DBEs may compete for contracts and subcontracts in the transportation industry.

A (DBE) is a for-profit small business concern that is at least 51%-owned and controlled by one or more U. S. citizens or permanent residents who are both socially and economically disadvantaged who also control the management and daily business operations of the corporation, not unlike the U.S. Small Business Administration (SBA) 8(a) Program.

Benefits of DBE Certification: As a certified DBE, a firm will be:

1. Listed in the DBE Directory updated weekly and posted on the Internet. The Directory can serve as a marketing tool for a firm.
2. Eligible to participate in USDOT-assisted projects including those for the counties.
3. Eligible to seek DBE certification in other states.
4. Able to participate in free- or low cost support services, such as seminars on marketing, government procurement, and financing.

Requirements to Be Certified as a DBE

In addition to ownership and control requirements, to be certified as a DBE, a firm must meet other eligibility requirements:

Social and Economic Disadvantage –The owner must be an individual who is a citizen or lawfully admitted permanent resident of the United States who the HDOT determines to be socially (i.e. member of a presumptive group) and economically (i.e. personal net worth of less than \$750,000) disadvantaged on a case-by-case basis; and an individual who is a member of one of the following groups, who are presumed to be socially and economically disadvantaged: 1) "Black American" 2) "Hispanic American" 3) "Native American" 4) "Asian-Pacific American" 5) "Subcontinent Asian American" 6) Women or 7) Any other group with members designated as socially and economically disadvantaged by the SBA.

Business Status and Size – A firm must be an existing for-profit business and must meet the business size standards for the type of work for which it is seeking certification.

Certification Process

1. Submit a completed and notarized DBE Program Uniform Certification Application (UCA) and Personal Financial Statement with supporting documents to the Office of Civil Rights. If a firm is certified by the SBA as an 8(a) firm or Small Disadvantaged Business (SDB), it may submit its SBA application package in lieu of the UCA. The HDOT may request additional information to supplement the SBA application.
2. An on-site review at the firm's place of business. (This requirement is not applicable to out-of-state applicants.)
3. The certification is valid for three (3) years. After that time, the firm must re-apply for certification.
4. The process takes approximately 90 days from the date a firm submits its application, personal financial statement, and all supporting documents.

HDOT DBE Program Website

For additional information pertaining to issues such as changes in the ownership of the firm, personal net worth of the disadvantaged individuals, business size, etc., please consult the HDOT DBE Program website at

<http://www.state.hi.us/dot/administration/ocr/dbe.htm>

Additional Information

For general questions regarding the DBE program, contact:

Melanie Martin, DBE Program Manager
Telephone: (808) 587-2023
Fax: (808) 587-2025
TTY: (808) 587-2210
Email: melanie.martin@hawaii.gov

For assistance with the certification process contact:

Don Fukuhara, DBE Certifier
Telephone: (808) 587-6333
Email: don.fukuhara@hawaii.gov

UPCOMING EVENTS

3rd Annual DOD Hawaii Small Business Forum

Place: Honolulu Country Club
Location: 1690 Ala Puumalu
Date: July 7, 2005
Time: 8:00 a.m. to 2:40 p.m.
Cost: \$30.00 per person
To register call 541-2990 for registration form or 1-888-447-2326
Deadline: July 1, 2005

Tremco Matchmaking

Place: PJKK Federal Building
Location: 300 Ala Moana Blvd, Rm 5-208
Date: July 2005
Time: To be announced
Registration information forthcoming

Transitional 7(j) Training Webcast

Date: July 20, 2005 (tentative)
Time: 6:00 a.m. – 9:30 a.m. (HST)
Registration Information forthcoming

NAVFAC Outreach Event – Kauai

Place: Kauai Community College
Date: July 23, 2005
Time: To be announced
Registration information forthcoming

7(j) Boot Camp DVD for Developmental Stage Participants

Time & date for distribution to be announced

IMPORTANT REMINDERS

A firm's annual update is due within 30 days after the close of the firm's program year. If you do not submit the required documentation by the due date, SBA may proceed with terminating your firm from the 8(a) program.

An annual update checklist is available on the following page to assist firms with this process.

Please contact your assigned Business Development Specialist if you need additional assistance.

ANNUAL UPDATE CHECKLIST ITEMS

ITEM		ENCLOSURES
1	Form 1450, 8(a) Annual Update (signed) (Business Activity should reflect program/anniversary year)	REQUIRED
2	Transition Mgmt. Strategy (Form 1450, Page 4)	REQUIRED (for firms entering their 5th year)
3	Modified Business Plan (may edit original plan or provide a one-page or one-paragraph list of changes or a statement of no changes made)	REQUIRED
4	Form 413, Personal Financial Statement (for each disadvantaged individual)	REQUIRED
5	Individual Compensation Worksheet (Fiscal Year) and <u>Federal</u> tax return including all schedules and attachments (signed and dated) (For each proprietor, partner, officer, director & each stockholder owning 10% or more)	REQUIRED
6	Bonding and Loan Information	REQUIRED
7	Capability Statement (<u>Pro-Net Profile</u>)	REQUIRED
8	Transfer of Assets Description	
9	Report of non-8(a) Contracts, Options, Mods	
10	SBA Loan Information	
11	Copies of Management Agreements	
12 a	IRS Form 4506-T (signed by a disadvantaged individual) for the firm	REQUIRED
b	Complete Copies of Federal Tax Returns (signed)	REQUIRED
13	If your firm is an approved Protégé (only):	
a.	Narrative Report detailing Mentor/Protégé Relationship	
b. i	Technical and/or Management Assistance	